

Updated October 2011



# SCAPA Constitution And Bylaws

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# **CONSTITUTION OF THE SOUTH CAROLINA ACADEMY OF PHYSICIAN ASSISTANTS**

## **ARTICLE I. - NAME**

The name and title of this organization shall be the South Carolina Academy of Physician Assistants, herein referred to as SCAPA or the Academy.

## **ARTICLE II. - PURPOSES OF THE ACADEMY**

The purposes of this Academy are to render loyal, honest, and professional service to the medical profession and to the public, to develop and enforce continuing educational programs for the Physician Assistant and the Academy membership and to promote the Physician Assistant concept through education of professional and lay people.

## **ARTICLE III. - MEMBERS**

The Academy shall consist of such members as prescribed by the Bylaws.

## **ARTICLE IV. - BOARD OF DIRECTORS**

The Board of Directors of the Academy, whose duties are executive and judicial, shall have charge of all property and all financial affairs of the Academy, and shall perform such other duties as are prescribed by law governing the directors of corporations, or as may be prescribed in the Bylaws. The Board shall be comprised of fourteen (14) directors (officers).

## **ARTICLE V. - OFFICERS**

The officers of this Academy shall be Past President, President, President Elect, Vice President, Secretary, Treasurer, five (5) Area Representatives, 2 Student Representatives and the Chief Delegate to the AAPA House of Delegates as prescribed in the Bylaws.

## **ARTICLE VI. - DEFINITIONS**

A Physician Assistant is any person who has graduated from a Physician Assistant training program approved by the Accreditation Review Commission on Education for the Physician Assistant or its predecessor or successor organization.

## **ARTICLE VII. - CONVENTIONS AND MEETINGS**

The Academy shall hold one (1) annual meeting of the membership and may call any number of other meetings as prescribed in the Bylaws.

The Academy shall hold an annual convention during which time there shall be an annual meeting of the membership.

## **ARTICLE VIII – AMENDMENTS**

The constitution may be amended by vote of two-thirds (2/3) of the Fellow members of the Academy present at the meeting, after all Fellow members of the Academy are notified of a forthcoming call for an amendment and the members of the Board known as Area Representatives have called a meeting in their assigned geographic area to discuss the proposed change(s).

# BYLAWS OF THE SOUTH CAROLINA ACADEMY OF PHYSICIAN ASSISTANTS

## Preamble

The Academy shall be representative of physician assistants within the state of South Carolina. The Academy shall concern itself with all aspects of physician assistant practice including, but not limited to, public awareness and perception; utilization of physician assistants; and legislative matters. The Academy will maintain a close relationship with the LLR, State Board of Medical Examiners and will advise that Board in all matters concerning physician assistants.

## ARTICLE I – MEMBERSHIP

### Section I.

Membership of the Academy shall consist of the men and women of good moral character who are cognizant of their obligation to the public and who meet the requirements for membership as prescribed by the Board of Directors of the South Carolina Academy of Physician Assistants.

### Section II.

The membership shall consist of: a) fellow members; b) associate members; c) affiliate members; d) honorary members; e) student members, and f) aspiring students.

#### A. Fellow member

A fellow member shall be a physician assistant who is a graduate from a physician assistant educational program accredited by the Accreditation Review Commission on Education for the Physician Assistant or its predecessor or successor organization or NCCPA - certified PA. Fellow members shall be members in good standing of the American Academy of Physician Assistants (AAPA). Fellow members shall have full voting rights and shall be eligible to hold office and to serve as delegates to the American Academy of Physician Assistants.

#### B. Associate member

An associate member shall be a physician assistant who is a graduate from a physician assistant educational program accredited by the Accreditation Review Commission on Education for the Physician Assistant or its predecessor or successor organization or NCCPA - certified PA, but who is ineligible or chooses not to join the American Academy of Physician Assistants. Associate members shall be entitled to vote on issues pertaining solely to the South Carolina Academy of Physician Assistants. Associate members shall not be eligible to vote on issues that have any bearing whatsoever on the American Academy of Physician Assistants, such as selection of AAPA delegates or submission of resolutions. An associate member is not eligible to hold office or serve as a delegate to AAPA.

#### C. Affiliate member

An affiliate member shall be a physician assistant who is no longer in practice in the State of South Carolina or a friend of the PA profession. Affiliate members are entitled to the privilege of the floor, but are not eligible to vote on any issue nor are they eligible to hold office within the Academy.

#### D. Honorary member

An honorary member shall be an individual who has been supportive of the Academy and in promoting the physician assistant profession. These members are entitled to privilege of the floor, but shall not be allowed to hold office or vote. Any fellow member may nominate any individual for honorary membership. Honorary membership will be granted by the Board of Directors by majority vote.

#### E. Student member

A student member shall be a student enrolled in an accredited physician assistant program as approved by the Accreditation Review Commission on Education for the Physician Assistant or its predecessor or successor organization

#### F. Aspiring student member

An aspiring student member is an individual seeking admission to a PA program and expressed a desire to network with other SCAPA members to learn about the profession. Individuals granted this membership category are not

eligible to hold office or vote on issues related to SCAPA or the AAPA.

### Section III

All applications for membership shall be submitted to SCAPA headquarters. The executive director or executive staff will review all applications for completeness and will affect the membership of qualified applicants. Questions regarding eligibility of applicants will be referred to the membership coordinator. Applicable dues payments will be credited, deposited, and reported to the SCAPA treasurer.

### Section IV

To protect the public against misconduct, any member may, in good faith, prefer charges against any other member who is believed to have violated the principles of medical ethics or the rules and regulations of the Academy, or who is believed to be otherwise guilty of conduct justifying censure, suspension or expulsion from the South Carolina Academy of Physician Assistants. Such charges shall be brought in a manner herein specified: Such charges must be made in writing and signed by the accuser and must state the specific acts or undesirable conduct. Such charges must be filed with the secretary of the Academy who will then send a copy to the President, all board members, and the accused. A date of the hearing shall be set by the President who will then send notification to the Board for the purpose of considering such charges. Said meeting shall be held no later than thirty (30) days after the date such charges are filed with the secretary.

The Board shall, after having given to the accuser and the accused every opportunity to be heard, including oral arguments and filing and consideration of any written brief, conclude the hearing and within thirty (30) days thereafter render a decision. The affirmative vote of a majority of the total number of members of the Board shall constitute the verdict of the said Board which by such vote may exonerate, censure, suspend or expel the accused from the South Carolina Academy of Physician Assistants. The Board shall issue a resolution which shall contain this decision without other statement or opinion about the case and it shall be signed by the President and Vice-President of the Academy.

## **ARTICLE II - MEETING OF MEMBERSHIP**

### Section I.

The Board of Directors shall designate the time and place of the annual meeting of the Academy and shall notify all members of such meeting at least sixty (60) days before that meeting each year. At this meeting, the membership will be given reports of affairs of the Academy for the preceding year by the officers of the Academy.

### Section II.

Special meetings of the Academy Membership may be called by the President based on a vote of a majority of the voting members or a majority of the Board of Directors. The membership shall be given 30 days notice of such meeting. Only the business specified in the notice to the member shall be discussed during the special meeting.

### Section III

Ten percent (10%) of voting members shall constitute a quorum at a meeting of the Academy.

### Section IV.

Smoking is prohibited in the immediate meeting area and smoking is banned if a suitable location with adequate facilities cannot be provided in adjacent rooms.

## **ARTICLE III - POWERS OF THE BOARD OF DIRECTORS**

### Section I.

Without prejudice to the powers conferred by these bylaws, it is expressly declared that the Board of Directors shall have the following powers:

- A. To appoint and employ, and at its discretion to remove and suspend, permanently or temporarily, such managers, subordinate managers, assistants, clerks, and agents as it may, from time to time, choose, and to determine and fix their duties, and from time to time to fix and change their security in such instances and in such amounts as it may be determined.
- B. To determine who may be authorized to sign, on behalf of the Academy, bills, receipts, endorsements,

checks, releases, contracts, and documents.

C. To impose such charges, dues and/or assessments as it may deem advisable for purposes, of further the Academy's objectives.

D. With the exception of the Past President, President and President Elect, the officers of the Board of Directors may succeed him or herself indefinitely, but may be removed from the office for failure to comply with the duties of such office.

E. The officers so designated shall have the power to perform the duties authorized by the bylaws.

#### Section II.

Those members wishing to hold office in the Academy must maintain SC state licensure or be employed by the military in SC. Members must also have national (NCCPA) certification and membership in the American Academy of Physician Assistants (AAPA) prior to election. Loss of certification, membership, and/or licensure is sufficient cause to remove said individual from offices already held.

### **ARTICLE IV - ELECTION OF OFFICERS AND DIRECTORS**

#### Section I

The 14 Directors shall be designated as Past-President, President, President-elect, Vice-President, Secretary, Treasurer, Chief Delegate, two student representatives and five (5) area representatives. The area representatives will represent Low Country, Midlands, Upstate, Grand Strand, and Pee Dee areas. At the annual election, one (1) new delegate to AAPA will be elected. A Chief Delegate will be appointed by the SCAPA Board of Directors from those elected and will serve as a member of the SCAPA Board of Directors. Any individual may not hold more than one office excluding AAPA Chief Delegate or house of delegate representative.

#### Section II.

The annual ballot for the Board of Directors shall be distributed by March 10.

#### Section III.

Nominations or declarations for offices of the Board of Directors and AAPA delegates may be made during January and February each calendar year. Nominations will remain open until February 15. Platform statements and ballots will be sent to all fellow and associate members as specified in Section II above.

#### Section IV.

Ballots must be received by the Vice-President by March 31 to be counted in the election. Notification of election results will be made to the SCAPA membership in the first newsletter following the election.

#### Section V

Officers shall begin to serve the duties of the office as specified in the bylaws at the beginning of the fiscal year, July 1, and shall continue in office for a period of one year or until his/her successor has been elected. Area representative shall be elected to serve for two consecutive years. The Low Country and Midlands representatives shall be elected on the even numbered years and the remaining area representatives shall be elected on odd numbered years. Student directors shall be elected by the SCAPA student membership enrolled at the Medical University of South Carolina and shall hold office for 2 years.

#### Section VI

The Board of Directors may appoint, by a simple majority vote, any qualified member to fill any vacancies of the Board of Directors.

### **ARTICLE V - MEETING OF THE BOARD OF DIRECTORS**

#### Section I

The Board of Directors shall hold its meetings in person or by telephone conference at such time and such places as may be designated by the President, but in no event shall there be less than two (2) such meetings in any calendar year, and an absolute majority of the membership of the Board shall constitute a quorum for purposes of transacting business.

#### Section II

Special meetings may be called by the secretary upon written request from the president, upon written request to the president from the majority of members of the Board, or a majority of members of the Academy. The object of special meetings shall be stated in the notice and no other business shall be transacted. Notice of special meetings shall be transmitted by mail, electronically, or by telephone no less than thirty (30) days prior to such meetings when possible.

## **ARTICLE VI - DUTIES OF OFFICERS**

### **Section I.**

The President shall preside at all business meetings of the Academy and of the Board of Directors. He/She shall make, to the annual meeting of the Academy, a full report of the years activities. He/She shall appoint all special chairs, all standing committees of the Board of Directors, shall designate the Chairperson thereof, subject to the approval of the Board of Directors, and all other activities consistent with the duties of the office of President.

### **Section II.**

The immediate past President board member will provide uninterrupted leadership within the Academy. The immediate past President shall be entitled to vote and have full parliamentary privileges.

### **Section III.**

The President-elect shall provide continuity of leadership by assuming the office of President one (1) year following his/her election. As President-elect, he/she shall be involved in all business actions of the Academy. The President-elect in the absence of the President, shall assume the duties of President and other activities consistent with the duties of the office of President-Elect

### **Section IV.**

The Vice President shall be Chairperson of the Elections and Nominations Committee. The Vice President shall organize and conduct, with the assistance of the secretary and executive staff, all annual elections. The Vice President shall be responsible for activities consistent with the duties of the office of Vice President.

### **Section V.**

The secretary shall keep minutes of all meetings of the Academy. With the assistance of the executive staff, the secretary will be responsible for all Academy communications, notify all members of the meetings, and will be responsible for mailing dues notices sixty (60) days prior to the Academy calendar year. Will maintain a record of all members of the Academy and their status (fellow, associate, affiliate, honorary, student). Will keep and maintain minutes of all official Academy meetings. The secretary will provide Board members with a copy of the minutes of all meetings within a timely manner. Will assist the executive staff with a synopsis of all affairs of the Academy, and will provide all Board members with an agenda for upcoming meetings no less than fourteen (14) days prior to that meeting. Duties of the secretary may be delegated to executive staff as deemed appropriate. He/she shall also perform other activities consistent with the duties of the office of Secretary.

### **Section VI.**

The treasurer, with the assistance of the executive staff, shall maintain accurate records of the financial status of the Academy, receive yearly dues from the membership coordinator, deposit into the Academy account all monies received by the Academy, and with the Presidents approval, pay all bills approved by the Academy and record all receipts of those payments. The treasurer's books shall be subject to review at any time by the Vice President and one (1) other Board member. The treasurer will provide each Board member with a copy of the treasurer's report at each quarterly meeting. Duties of the treasurer may be delegated to executive staff in accordance with board policy. He/she shall also perform other activities consistent with the duties of the office of Treasurer.

### **Section VII.**

The area representatives serve as a representative of all Academy members within their designated geographic areas as defined by the Board.

Each Academy area representative shall have the following duties:

May call any number of meetings of the Academy members within their geographic area to discuss matters pertaining to the Academy in particular and/or matters pertaining to physician assistants in general. In all matters

requiring a vote at a Board meeting, the area representative shall vote in accordance with the consensus of the Academy members within their geographic area. A consensus is defined as a majority vote of those voting members present at the area meeting.

#### Section VIII

The student representatives, as elected by their peers, will enjoy all rights and privileges of the Board including formal vote, except in matters related to the AAPA.

#### Section IX:

The chief delegate to the AAPA House of Delegates shall be a member of the SCAPA board of directors. He/She shall enjoy all other rights and privileges of the Board and shall serve as a representative of SCAPA to the AAPA.

### **ARTICLE VII - STANDING COMMITTEES**

#### Section I.

Standing committees may be designated by the Board of Directors or be established by the President, by and with the consent of the Board of Directors.

#### Section II.

Each standing committee shall be responsible for the performance of the duties and functions delegated to it by the Board of Directors or by the President.

#### Section III.

##### A. Standing Committees

Standing committees shall hold regular meeting and shall make periodic reports to the Board of Directors, as prescribed by the Board of Directors. Standing committees shall include: legislative, reimbursement, membership, public education, CME, professional wellness, executive, awards, communications, and diversity.

##### B. Special Chairs

Special chairs shall be designated, but not be limited to, MUSC Program Chair and any others that may be prescribed to the Academy by the AAPA.

Each chairperson shall be responsible for the duties and functions as delegated by the Board of Directors or the President.

### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current editions of *Roberts Rules of Order Newly Revised* shall govern the Academy in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Academy may adopt.

### **ARTICLE IX - AMENDMENTS**

#### Section I.

These bylaws may be amended at any regular or special meeting of the membership by a majority of voting members present or by two-thirds (2/3) vote at a Board meeting after the area representatives have obtained a consensus vote on such matters by the Academy members in their geographic area.

### **ARTICLE X - DISSOLUTION**

#### Section I.

Upon dissolution of the Academy, the assets will be dedicated to the American Academy of Physician Assistants.